

SECRET

6. **EMPLOYEE CLEARANCE AND CONTACT FILE**

Consists of copy of clearance form, copy of the CIA employee's manuscript and any correspondence between employee and publisher or recipient of the manuscript.

8.

1954 - Current

Temporary. Destroy when 5 years old except for exceptional cases. Screen files annually and transfer cases one year old, in cubic foot lots, to the Records Center. Destroy 4 years later.

Six boxes marked for destruction 28 Aug 1968

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